

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-014 Issue Date: 01-31-13 Closing Date: 02-13-13

**Program Manager
Heritage Inn Restaurant
Economic Development-Tribal Administration
Hourly Wage: DOQ/Full-Time/Regular**

Incumbent is responsible for overall management of the Heritage Inn Restaurant, includes personnel management, marketing, budgeting, purchasing, profit analysis, menu pricing, menu creation, and inventory control. Will oversee banquets, catering and fast food service. Responsible for internal controls.

Knowledge, Skills and Abilities:

- Knowledge of standard practices and procedures of restaurant industry.
- Working knowledge of standard business management practices.
- Knowledge of restaurant personnel management.
- Ability to develop training plans to provide quality customer service.
- Customer oriented and cooperative with staff, co-workers, general public and team oriented.
- Ability to work on schedule according to demands of the business, evenings, weekends, and holidays.
- Well groomed and have good personnel hygiene.

General Recruiting Indicators:

- Must have a minimum of 4 years experience in supervising a large-scale food operation and restaurant setting.
- Prefer restaurant experience over school or institutional background.
- Culinary Arts certificate required or successful completion of vocational training course in food preparation and or 4 years experience in restaurant business.
- Ability to pass a criminal background checks (if applicable).
- Ability to pass a pre-employment drug and alcohol test.